|                    |                                     | ROUTIN                | G AND               | RECOR     | D SHEET   |  |  |  |  |
|--------------------|-------------------------------------|-----------------------|---------------------|-----------|---|--|--|--|--|
| SUBJECT            | Updated MBO<br>Fourth Quart         | Milestone<br>er Plann | e Chart<br>ing Conf | for Offi  | ice of Logistics<br>FY 1983   |  |  |  |  |
| FROM:              |                                     |                       | · ···               | EXTENSION | NO. STAT  |  |  |  |  |
|                    | Chief, LSD/OL<br>3E14 Headquarters  | ~                     |                     |           | DATE STAT   |  |  |  |  |
| TO: (Off building) | ficer designation, room number, and | C                     | ATE                 | OFFICER'S | COMMENTS (Number each comment to show from whom   |  |  |  |  |
| bondings           |                                     | RECEIVED              | FORWARDED           | INITIALS  | to whom. Draw a line across column after each comment.)   |  |  |  |  |
|                    | P&PS/OL                             |                       |                     |           | STAT  |  |  |  |  |
| 2.                 |                                     |                       |                     | ,         | John,   |  |  |  |  |
| 3.                 |                                     |                       |                     |           | Attached is updated milestone chart for the MBO on the Executive Dining Room. This is the only MBO which the undersigned will |  |  |  |  |
| 4.                 |                                     |                       | ı.                  |           | address at the OL Quarterly Planning Conference on 6 December 1983 as indicated on the agenda                                 |  |  |  |  |
| 5.                 |                                     |                       |                     |           | you sent.   |  |  |  |  |
| 6.                 |                                     |                       |                     |           |   |  |  |  |  |
| 7.                 |                                     |                       |                     |           | Attachment  |  |  |  |  |
| 8.                 |                                     |                       |                     |           |   |  |  |  |  |
| 9.                 | *                                   | ,                     |                     |           |   |  |  |  |  |
| 10.                |                                     |                       |                     |           |   |  |  |  |  |
| 11.                |                                     |                       |                     |           |   |  |  |  |  |
| 12.                |                                     |                       |                     |           |   |  |  |  |  |
| 13.                |                                     |                       |                     |           |   |  |  |  |  |
| 14.                |                                     |                       |                     |           |   |  |  |  |  |
| 15.                |                                     |                       |                     |           |   |  |  |  |  |

FORM 610 USE PREVIOUS EDITIONS

| Office: OL/LSD/BSB   | O — Scheduled                           |
|--|---|
| Objective Statement: Establishment of an Automated Supnly System | X — Actual                              |
| Responsible Officer:   | ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,, |
| Significant Funding Amount: \$FY 83                              |   |
| Quarter Ending: 9/30/83  |   |

STAT

| Activities Planned  |     | Quarter | 1   |     | Quarter | 2   | (   | Quarter | 3   | 1    | Quarter | 4   |
|---|-----|---------|-----|-----|---------|-----|-----|---------|-----|------|---------|-----|
| . Commos Planted  | ОСТ | ИОЛ     | DEC | JAN | FEB     | MAR | APR | MAY     | JUN | JUL  | AUG     | SEP |
| Develop a program to monitor stock levels, issuances, reordering, and on-hand quantities of administrative supplies in Agency supply rooms. | 0   |         |     |     |         |     |     | 180     |     |      |         |     |
| Input all data required to administer the automated program.  |     |         | 0   | ļ   |         |     |     |         | X   | 0    |         |     |
| Verify input against manual records.  |     |         |     | 0   |         |     |     |         | X   | ļ    | -0      |     |
| On-line operation of automated system.  |     |         |     | 0   |         |     |     |         | X   | <br> |         | -0  |
| Trial period for manual/automated system  |     |         |     |     |         |     |     |         |     |      |         | -10 |
| NOTE: This system is fully automated.   | -   |         |     |     |         |     |     |         |     |      |         |     |

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100050005-4

### Approved For Release 2008/06/03 : CIA-RDP86-00735R000100050005-4 CONFIDENTIAL

| Office: OL/LSD/MPI Objective Statement: Responsible Officer: | B<br>Passarch the foosibility of installing automated gas pump at<br>the Motor Pool Garage | O — Scheduled<br>X — Actual 25X |
|--|--|---------------------------------|
| Significant Funding Amou                                     | unt: \$ FY83   |                                 |
| Quarter Ending:  | Fourth Ouarter ending 9/30/83  |                                 |

| Activities Planned  | 1           | Quarter | 1   | (   | Quarter | 2   | (   | Ouarter : | 3   | 1   | Quarter | 4   |        |
|---|-------------|---------|-----|-----|---------|-----|-----|-----------|-----|-----|---------|-----|--------|
|   | ОСТ         | ИОЛ     | DEC | JAN | FEB     | MAR | APR | MAY       | NUL | JUL | AUG     | SEP |        |
| ead literature currently available pertain-<br>ng to automated fuel dispensing systems  |             |         |     |     | 180     |     |     |           |     |     |         |     |        |
| etermine the feasibility of installing utomated gas pumps at the motor pool   | İ           |         |     |     |         |     |     |           | N   |     |         |     |        |
| repare cost estimates   | i<br>i      |         | 1   | '   | '       |     | '   |           | 1   | M   |         |     |        |
| f feasible, formulate plans for its mplementation   | ļ<br>1      |         |     |     | '       |     | ,   |           |     |     |         | N   |        |
| OTE: This milestone chart is complete. Althous not an objective on the chart, the automate gas pumps are scheduled for installation in December 1983. | igh<br>ited |         |     |     |         |     |     |           |     |     |         |     | 25X125 |

Approved For Paleage 2008/06/03 : CIA PDP86 00735P000100050005 4

## CONFIDENTIAL

|           |            | •           |           |    | ٠.        |          |          |        |
|-----------|------------|-------------|-----------|----|-----------|----------|----------|--------|
| Office:   | OL/LSD/MPB |             |           |    | BCC -4:   | Wahi alo | Dichatch | P1 an  |
|           |            | Develop and | Implement | an | Effective | venicie  | Dispaten | , Iuii |
| Objective | Statement: | 2010201     | •         |    |           | •        |          |        |
| -         |            |             |           |    |           |          |          |        |

O — Scheduled X — Actual

Responsible Officer:

Significant Funding Amount: \$\_\_\_\_\_\_FY\_83\_\_

Quarter Ending: 9/30/83

25**X**1

25X1

|  | 7 | Quarter | 1           |   | Snaiter | 2      | 1   | Juarter |        |     | Juarter |     |
|--|---|---------|-------------|---|---------|--------|-----|---------|--------|-----|---------|-----|
| Activities Planned   | 1 | NOV     |             | I |         | MAR    | APR | MAY     | NUL    | JUL | AUG     | SEP |
|  |   |         |             |   |         |        |     | 1       |        |     |         |     |
| Develop program to enter motor vehicle requests into an automated system |   |         | !<br>!<br>: |   | !       | <br>   |     | i       | !      | *** |         | 1   |
| Prepare Motor Pool area for installation of computer equipment           |   |         |             |   |         | 1      |     |         | 1      |     | ×       |     |
| Train Dispatchers in the use of the system                               |   | :       | 1 !         | ' | ·<br>!  |        |     |         | ;      |     | :       | :   |
| Place system on line   |   | i       |             |   | •       |        |     |         | j<br>i |     | 1       |     |
|  |   | · ·     | !           |   | !       | :      |     | i<br>i  |        |     | 1<br>•  |     |
|  | ` | i       | -           |   | ;<br>   |        |     | :       |        |     | !       |     |
|  |   | i       |             |   |         |        |     | i       |        |     | i       |     |
|  |   |         |             |   |         |        |     | ļ       |        |     | İ       |     |
|  |   |         | 1           | 1 | i       | ;<br>1 |     | Ì       | ļ<br>! |     | İ       |     |
|  |   |         |             |   |         |        |     | :       |        |     | . ;     |     |
|  |   |         |             |   | 1       | :      |     |         | į      | 1   |         | İ   |
|  |   |         |             |   | 1       |        |     | :       | i      |     | 1       |     |
|  |   | i       | -           |   | İ       | Ī      |     |         | ;      |     | i       | ;   |
|  |   |         |             | 1 |         |        | İ   |         |        |     | 1       | •   |
|  |   | 1       |             |   | -       |        |     |         |        | •   |         |     |
|  |   |         | :           |   |         |        |     |         |        |     |         |     |

Approved For Release 2008/06/03 : CIA-RDP86-00735R000100050005-4

|                                       | •                  |              |             |         |          |     |
|---------------------------------------|--------------------|--------------|-------------|---------|----------|-----|
| Office: OL/LSD/M Objective Statement: | PB<br>_Develop and | Implement an | Effective   | Vehicle | Dispatch | Pla |
| Responsible Officer:                  |                    | 0.4          |             |         |          |     |
| Significant Funding A                 | mount: \$          | FY 84        | <del></del> |         |          | •   |
| Quarter Ending:                       | 9/30/83            |              |             |         |          |     |

O — Scheduled X — Actual

tuai

25X1

|  | -   | Quarter | 1   |     | Juarter | 2   | 0   | Quarter | 3   |     | Quarter - | 4   |
|--|-----|---------|-----|-----|---------|-----|-----|---------|-----|-----|-----------|-----|
| Activities Planned   | ОСТ | ИОУ     | DEC | JAN | FEB     | MAR | APR | MAY     | אטנ | JUL | AUG       | SEP |
| Develop program to enter motor vehicle requests into an automated system |     |         |     |     |         |     |     |         |     |     |           |     |
| Prepare Motor Pool area for installation of computer equipment           |     |         |     |     |         |     |     |         |     |     |           |     |
| Train Dispatchers in the use of the system                               | 0   |         |     |     |         |     |     |         |     |     |           |     |
| Place system on line .   |     | 0       |     |     |         |     |     |         |     |     |           |     |
|  |     |         |     |     |         |     |     |         |     |     |           |     |
|  |     |         |     |     |         |     |     |         |     |     |           |     |
|  |     |         |     |     |         |     |     |         |     |     |           |     |
|  |     |         |     |     |         |     |     |         |     |     |           |     |
|  |     |         |     |     |         |     |     |         |     |     |           |     |
|  |     |         |     | į   |         |     |     |         |     |     |           |     |
|  |     |         |     |     |         |     |     |         |     | ٠.  |           |     |
|  |     |         |     |     |         |     |     |         |     |     |           |     |
|  |     |         |     |     |         |     |     |         | I   | 1   | <u> </u>  | I   |
|  |     |         |     |     |         |     |     |         |     |     |           |     |

Approved For Release 2008/06/03: CIA-RDP86-00735R000100050005-4

| Office: OL/LSD Objective Statement: |         | O — Scheduled<br>X — Actual |
|-------------------------------------|---------|-----------------------------|
| Responsible Officer:                |         |                             |
| Significant Funding An              | FY 83   |                             |
| Quarter Ending:                     | 9/30/83 |                             |

|  | (     | Quarter | 1  | G     | )uarter       | 2     | (     | Quarter   | 3        |          | Quarter  |                 |
|--|-------|---------|--|-------|---------------|-------|-------|-----------|----------|----------|----------|-----------------|
| Activities Planned   | ост   | ΝΟ۷     | DEC  | JAN   | FEB           | MAR   | APR   | MAY       | JUN      | JUL      | AUG      | SEP             |
| Select a consultant to survey the physical area and overall function of the EDR and to prepare a report on the findings with recommendations for improvement |       |         | M  |       |               |       |       |           | -        |          |          |                 |
| Present a proposal for improvement to managemen  | t     |         | A COLUMN TO A COLU | 0     |               | i     |       |           | 0        |          |          | 0               |
| Initiate a work order to implement facility changes and initiate action for any approved personnel changes   |       |         |  |       |               | N     |       |           |          |          |          |                 |
|  |       |         |  |       |               |       |       |           |          | Ì        |          |                 |
|  |       |         |  |       |               |       |       |           |          |          |          |                 |
|  |       |         |  |       |               |       |       |           |          |          |          |                 |
|  | -     |         |  |       |               |       |       |           |          |          |          |                 |
|  |       | 1       |  |       |               |       |       |           |          |          |          |                 |
|  |       |         |  |       |               |       |       |           |          |          |          |                 |
| Approved For Release 2008/   | 06/03 | : CIA-I | RDP86  | -0073 | <u>5R0</u> 00 | 01000 | 50005 | <u>-4</u> | <u> </u> | <u> </u> | <u> </u> | <del>-l</del> - |

STAT

| Objective Star<br>Responsible O | Officer:   | Improve the physical |    | and quality | and service in the FDR | O — Scheduled<br>X — Actual |
|---------------------------------|------------|----------------------|----|-------------|------------------------|-----------------------------|
| Significant Fu                  | inding Amo | unt: \$rt            | 04 |             |                        |                             |
| Quarter Endin                   | ng:        | 9/30/83              |    |             |                        |                             |

|   | Quarter 1 |         |             | Quarter 2       |                     |                         | Quarter 3                   |                                 |                                     | Quarter 4                                 |   |  |
|---|-----------|---------|-------------|-----------------|---------------------|-------------------------|-----------------------------|---------------------------------|-------------------------------------|---|---|--|
|   |           |         | JAN         | FEB             | MAR                 | APR                     | MAY                         | NUL                             | JUL                                 | AUG                                       | SE  |  |
|   |           |         |             |                 |                     |                         |                             |                                 |                                     |   |   |  |
| 0 |           |         |             |                 |                     |                         |                             |                                 |                                     |   |   |  |
| 1 |           |         |             |                 |                     |                         |                             |                                 |                                     |   |   |  |
|   |           |         |             |                 |                     |                         |                             |                                 |                                     |   |   |  |
|   |           |         |             |                 |                     |                         |                             |                                 |                                     |   |   |  |
|   |           |         |             |                 |                     |                         |                             |                                 |                                     |   |   |  |
|   |           |         |             |                 |                     |                         |                             |                                 |                                     |   |   |  |
|   |           |         |             |                 |                     |                         |                             |                                 |                                     |   |   |  |
|   |           |         |             |                 |                     |                         |                             |                                 |                                     |   |   |  |
|   |           |         |             |                 |                     |                         |                             |                                 |                                     |   |   |  |
|   |           |         |             |                 |                     |                         |                             |                                 |                                     |   |   |  |
|   |           |         |             |                 |                     |                         |                             |                                 |                                     |   |   |  |
|   |           |         |             |                 |                     |                         |                             |                                 |                                     |   | -   |  |
| . |           |         |             |                 |                     |                         |                             |                                 |                                     |   |   |  |
|   |           |         |             |                 |                     |                         |                             |                                 |                                     |   |   |  |
|   |           |         |             |                 |                     |                         |                             |                                 |                                     |   |   |  |
|   | 0         | OCT NOV | OCT NOV DEC | OCT NOV DEC JAN | OCT NOV DEC JAN FEB | OCT NOV DEC JAN FEB MAR | OCT NOV DEC JAN FEB MAR APR | OCT NOV DEC JAN FEB MAR APR MAY | OCT NOV DEC JAN FEB MAR APR MAY JUN | OCT NOV DEC JAN FEB MAR APR MAY JUN JUL 0 | OCT NOV DEC JAN FEB MAR APR MAY JUN JUL AUG |  |

Approved For Release 2008/06/03: CIA-RDP86-00735R000100050005-4

STAT:

|  | O - Scheduled |
|--|---------------|
| Office: OL/LSD and OL/RECD   | X — Actual    |
| Objective Statement:  To continue to work closely with GSA and to improve service to the Agency and obtain independent authority for the |               |
|  | property.     |
| Significant Funding Amount: \$ Agency to lease, acquire, or constituct real  |               |
| a . F. P. Admit American   |               |

Quarter Ending: 9/30/83

|   | Quarter 1 |     |     | C   | Quarter 2 |     |     | Quarter 3 |              |     | Quarter 4  |                |  |
|---|-----------|-----|-----|-----|-----------|-----|-----|-----------|--------------|-----|------------|----------------|--|
| Activities Planned  | ОСТ       | МОЛ | DEC | JAN | FEB       | MAR | APR | MAY       | JUN          | 101 | AUG        | SEP            |  |
|   |           |     |     |     |           |     |     |           |              |     |            | ì              |  |
| Meet regularly with project control officer from the Office of the Administrator, GSA                                 |           | Х   |     | X   |           |     | х   |           | X            |     |            |                |  |
| Perform monthly "walk-abouts" with DDA  | Х         | X   | Х   | Х   | ×         | Х   | Х   | X         | X            | 8   | Ø          | , K            |  |
| Coordinate action items with GSA Buildings Manager  | х         | X   | х   | х   | χ.        | х   | х   | x         | х            | N   | , <b>%</b> | , 10           |  |
| Provide project support officers to outlying buildings to identify problems, evaluate GSA performance, and coordinate | V         | 1   |     |     |           |     |     |           | <u> </u><br> |     |            | - <del>!</del> |  |
| actions   | χ-        |     |     |     |           |     |     | 1         |              |     |            | i              |  |
|   |           |     | i . |     |           |     |     |           |              |     |            |                |  |
|   |           |     |     |     |           |     |     |           |              | -   |            |                |  |
|   |           |     |     |     |           |     |     |           |              |     |            |                |  |
|   |           |     |     |     |           |     |     |           | ļ            |     |            |                |  |
| ,   |           |     |     |     |           |     |     |           |              |     |            |                |  |
|   | }         |     |     |     |           |     |     |           |              |     |            |                |  |
|   | 1.        |     |     |     |           |     |     |           |              |     |            |                |  |
|   |           |     |     |     |           |     |     |           |              |     |            |                |  |
|   |           |     |     |     |           |     |     |           |              |     |            |                |  |

STAT

| 1   |               |
|---|---------------|
| Office: OL/LSD and OL/RECD  | O — Scheduled |
| Objective Statement: To continue to work closely with GSA and to improve service to the | X Actual      |
| Responsible Officer: Agency and obtain independent authority for the                    | Agency to     |
| Significant Funding Amount: \$ FY 84  |               |
| Quarter Ending: 9/30/83   |               |

| Activities Planned  |     | Quarter | 1   |     | Quarter | 2   |     | Quarter | 3   |     | Quarter | 4   |
|---|-----|---------|-----|-----|---------|-----|-----|---------|-----|-----|---------|-----|
|   | ОСТ | ИОУ     | DEC | JAN | FEB     | MAR | APR | MAY     | NUL | JUL | AUG     | SEP |
| Meet regularly with project control officer from the Office of the Administrator, GSA   |     | 0       |     | 0   |         |     | 0   |         | 0   |     |         |     |
| Perform monthly ''walk-abouts' with DDA   | 0   | 0.      | 0   | 0   | 0       | 0   | 0   | 0       | 0   | Ú   | 0       | 0   |
| Coordinate action items with GSA Buildings<br>Manager   | 0   | n       | 0   | 0   | 0.      | 0   | 0   | 0       | 0   | n   | 0       | 0   |
| Provide project support officers to outlying buildings to identify problems, evaluate GSA performance, and coordinate actions | х   |         |     |     |         |     |     |         |     |     |         |     |
|   |     |         |     |     |         |     |     |         |     |     |         |     |
|   |     |         | ,   |     |         |     |     |         |     |     |         |     |
|   |     |         |     |     |         |     |     |         |     |     |         |     |
| ,   |     |         |     |     |         |     |     |         |     |     |         |     |
|   |     |         |     |     |         |     |     |         |     |     |         |     |
|   |     |         |     |     | l       | l   | İ   | ļ       |     | 1   |         |     |

Approved For Release 2008/06/03: CIA-RDP86-00735R000100050005-4

STAT